



Platicamos-ARMA

Northern New Mexico Chapter

Volume 3, Issue 9
April 2002

President's Message—By Barb Ricci

Hello Membership,

We have some great plans for our membership to participate in this month. Over the past few months you have heard me talking about ARMA's first annual Strategic Information Management Month planned for April. ARMA has designated the entire month as SIMM, which gives us the opportunity to celebrate, educate and innovate.

We have planned the following:

1. We have contacted elementary schools in our Tri-area and have asked that classes 4th – 6th grade participate in a interview with a special elder to record a significant event of their family history. We will gather all the student's work and make a trail of history at our Spring Seminar on April 25. This will give the participants an opportunity to read how our children interpret and learn from our treasured elder. As our thanks, our chapter will honor each class that participates in our SIMM event with a pizza party or an ice cream social, scheduled at the end of April or when it is best for them. We will invite the local newspaper for a photo opportunity with the children.
2. We have created a SIMM Power Point presentation that will be given at our membership meeting on April 18, and will also be made available to all members so they can present it within their organization. This will allow our members to promote strategic information management, which is the future of records management. Many times we find that leadership is uncertain as to our role fits into their big picture. By helping them better understand the need to strategically support records management will benefit the whole organization and our profession.
3. We are asking the local governments to support and acknowledge the month of April as SIMM through proclamations.
4. We have sent a letter on SIMM to local papers and are hopeful they will print our letter in April issues in their business or editorial section.
5. We have ordered buttons, posters and balloons to decorate our walls and give away to participants throughout the month.
6. We will also be participating in local events by displaying our beautiful display and promote ARMA.
7. Our membership drive, our goal is to increase membership and get those members who are members at large and who want to participate in the chapter to come forward. We will be seeking new board members soon and want to ask any member interested in a leadership role to please step forward.
8. Last but certainly not least; we will cap our month with our annual Spring Seminar. If you still haven't registered do so immediately, we want members to meet our newly elected ARMA International President and hear first hand what is expected to happen in the electronic world of records.

Congratulations to the Rio Grande Chapter on their successful spring seminar, I understand that many of our members attended the seminar and it was a huge success.

We ask for your support and participation at our Spring Seminar, April 25. It is through your continued support that makes us successful. *HAPPY EASTER!*



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State Library Tour a Hit

By Liddie Martinez

Hello Everyone! Thanks to those of you who were able to participate in the March ARMA Chapter Meeting.

Since many of our members attended the Rio Grande Chapter's Spring Seminar in Albuquerque the third Thursday of March, we made an adjustment to our regular monthly schedule and held our monthly meeting on Thursday, March 28, 2002 at the New Mexico State Library in Santa Fe. Robert Upton, Public Information Officer in charge of publications at the New Mexico State Library and Leslie Monsalve-Jones, fellow ARMA member, and part-time employee for New Mexico State Library were gracious enough to provide space for our meeting and Leslie even baked chocolate chip cookies!

Following our meeting, Mr. Upton conducted a tour of the New Mexico Library, Archives, and Records Center building. What an amazing array of services! There is literally no information you are seeking that cannot be found at the State Library. Besides their role as a repository for state and federal records, they provide amazing services for the people of our state.

The two services I was most impressed with were the Books by Mail Program and the Talking Books Program.

Books by Mail is an extension of the Bookmobile service provided to residents in rural New Mexico living more than 40 miles from the nearest public library. As an extended service to those who have difficulty participating in the Bookmobile route because of distance or because they are, for one reason or another, homebound, catalogs are made available and requests are provided free of cost via the U.S. Postal Service. These books are general interest books in paperback format (to reduce shipping & replacement costs) and some can be obtained in Spanish language.

Another impressive program is Talking Books. Talking Books is a collaborative program in cooperation with the Library of Congress and the U.S. Postal Service. Talking Books are tape recorded for individuals with special needs and the program also provides the listening equipment free of cost to any qualified participant. Talking Books is truly an innovative program that allows individuals with learning disabilities the opportunity to discover a new world through reading.

Hats off to the New Mexico State Library and our friends Robert Upton and Leslie Monsalve-Jones for a sneak peak of this New Mexico treasure.

** Please note that the April Program is the Annual Conference scheduled in Glorieta this year. Don't forget to register!*

**"What an amazing array of
services!"**

Talking Books???

**Don't miss out on next month's
conference in Glorieta for more
exciting information..**

First Annual Membership Drive Northern New Mexico Chapter
Association of Records Managers and Administrators (ARMA)
By Barb Ricci, President

The Board of Directors of the Northern New Mexico ARMA Chapter in conjunction with Strategic Information Management Month (SIMM) has designated April to promote a Chapter membership drive. We can all agree that participation in any organization is what makes not only the organization grow but more importantly keeps the organization stimulated with new ideas and opportunities for everyone to benefit. Our chapter has worked extremely hard over these past three years; has grown from a very small chapter to a medium size chapter; and is now working towards a large category chapter of 100 members strong. We feel this is important to keep our chapter energized. Having active membership creates awareness while providing a diverse group of talent and empowerment.

Another way to encourage new membership, as well as current membership participation is a **FREE MEMBERSHIP CONTEST**. We have established the following guidelines. The chapter will be giving away **five free memberships**, which will include international and chapter dues for one year, effective immediately. The contest will be as follows: Write a brief essay (500 words minimum-two pages, double spaced maximum) on one of the following topics; title it as you wish:

1. Creativity and focus on ARMA.
2. Explanation on why you feel volunteerism is vital in a not-for-profit organization.
3. How to improve the industry of Records Management.
4. How you feel you can benefit personally as well as how you will benefit the Chapter.
5. What you feel our Chapter needs to grow and support its members.

All entries will be judged based on the following criteria.

- 25 points: Essay is concise and focused.
- 25 points: Essay is professionally written and presented.
- 25 points: Essay meets the specified amount of 500 words minimum with a maximum of two pages in length.
- 25 points: Essay is reflective and encourages participation from the potential new member or existing member.

DEADLINE for submission is April 30, 2002 by 5:00 p.m. All submissions should be done as an MS Word Document and sent as an attachment to my e-mail address at bricci@imagicdzi.com or a faxed copy can be sent to my attention at 505-747-4408. This opportunity is available to new, current and returning members. The evaluation committee will make their final choices by May 3rd. The five individuals with the most points will WIN a one-year membership to include ARMA International fees and the Northern New Mexico ARMA Chapter dues: A value of \$135.00, non-transferable. All of the winning essays will be published in the Chapter's Platicamos ARMA Newsletter (May issue) as well as on our Web site. Please note all essays will become property of the Chapter and may be used in future newsletter articles. The author of the essay will be published. Any questions can be forwarded to my attention, or to any other Board of Director at 505-747-4177.

Members if you know anyone, who is interested in becoming a member, but has had challenges with the dues, please encourage them to participate. Membership will be paid from May 15 2002 – May 15, 2003.



Networking

By Barb Ricci

What is the proper etiquette for networking? Ever thought of this? After reading an article where a stockbroker passed his business cards out to everyone at a wedding, then proceeded to ask guests about their investments while boasting how he could provide better returns. Then he continued by calling guests the next day to set up appointments and asking for other guests telephone numbers may have first been amusing but certainly became rather annoying.

Nevertheless what is proper and more important, what is effective without destroying your reputation as a professional? Networking is all about establishing relationships and building trust. Pressed for time or worried about the skittish economy may have people in a frenzied pace to network in order to drum up business, find a job or to become appointed to a particular social group. Whatever the reason, as professionals we may find ourselves *networking* with others on a daily, weekly or monthly basis. Have you ever wondered if you are doing this correctly? Here are just a few tips to ask yourself when you start interacting in a network mode.

- What type of networker am I? Am I passive, where I let others come to me and nonchalantly I bring up my cause? On the other hand, am I the more assertive type? Possibly showing up without an appointment or using the name of a referral or contact that the person barely knows? These can both backfire. The important thing to remember is the goal at hand. I want to establish a relationship and build trust. Therefore, never stretch the truth.
- Always be prepared to give back, even if it's just saying: "Thank you. Now, what can I do for you? Most often, people will tell you they don't need anything but the point is that you offered and that alone may set you apart."
- Sending a thank you note is another way to show common courtesy and may actually reinforce any positive impressions this person had. This may distinguish you from the rest.
- At a company or industry event, do not stand at a corner, waiting to be introduced. Instead, reach out to someone graciously, even if it means pointing them in the right direction of the food or restroom.
- Don't use voice-mail messages for networking. Have live conversations on the telephone, but keep them short, no more than five minutes.
- Ask open-ended question that cannot be answered by a simple "yes" or "no." This will stimulate more conversation and give you a better opportunity to build a relationship.
- Keep note cards on hand, so that they can be sent off quickly.
- Always follow through. Do not ignore requests for more information about yourself or about your organization.
- Remember being a pushy networker; can chase even the nicest folks away. Be genuine to your cause, your organization and yourself. All the rest will work in your favor.

It's Up to You

By : Unknown

One song can spark a moment,
One flower can wake the dream.

One tree can start a forest,
One bird can herald spring.

One smile begins a friendship,
One handclasp lifts a soul.

One star can guide a ship at sea,
One word can frame the goal.

One vote can change a nation,
One sunbeam lights a room.

One candle wipes out darkness,
One laugh will conquer gloom.

One step must start each journey,
One word must start each prayer.

One hope will raise our spirits,
One touch can show you care.

One voice can speak with wisdom,
One heart can know what's true.

One life can make the difference,
You see, IT'S UP TO YOU!

"You will never do anything in this
world without courage.
It is the greatest quality of the
mind next to honor."

- James Allen

NNMC/ARMA Membership Meeting AGENDA April 18, 2002

1. Call to Order
2. Roll Call
3. Determination of Quorum
4. Recognition of Guests and New Members
5. Adoption of Agenda
6. Approval of Minutes
 - a. March
7. Acceptance of Reports
 - a. Treasurer's Report (Barb Taylor)
 - b. Ristra Rewards (Teresa Garcia)
 - c. Membership Report (Stacey and Jerrold)
8. Unfinished Business
 - a. Spring Seminar (Sherry Guthrie)
 - b. COTY Prep (Barb Ricci)
 - c. SIMM Update (Barb Ricci and Karen Kreutzer)
 - d. Membership Drive (Barb Ricci)
 - e. Other
9. New Business
 - a. Upcoming Board Positions (Karen Kreutzer)
 - b. Other
10. Presentation: "Strategic Information Management Presentation"
Presenter, Barbara Ricci –NNMARMA
President (IMAGIC Business Solutions - Espanola)
11. Announcements
 - a. Next meetings-Board Meeting – May 2, 2002 IMAGIC
 - b. Membership Meeting – May 16, 2002 PTLA Training Center
12. Adjournment

Chapter Officers

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Northern New Mexico
Chapter-ARMA

Mission Statement

**“To Advance and Promote
Records and
Information Management
(RIM) by sharing professional
knowledge and exchange
experience and information.”**



Don't forget your ristra
reward submittals.

Funnies



"I'll be in charge of delegating
all the blame."

CRM Corner—2002

-Sherry L. Guthrie, CRM-

Still trying to make up your mind whether or not to "go" for becoming a CRM? You might want to check out the web page: www.icrm.org. They have all kinds of goodies for us:

- Introduction
- Mission Statement
- The Examination
 - Study Outline
 - Exam Mentorship
 - Order Form for the Study Guide Handbook
- Qualifying for the Exam
- Documenting Your Experience
- Certification Maintenance
- Code of Ethics
- Board of Regents
- Recently Certified RMs
- Newsletter
- ICRM Forms
- Mailing Address and Phone Numbers
- Related Links
- Proctor's Manual
- Frequently Asked Questions
- Positions Available

You may find that the Study Guide Handbook is out of print for the moment. Not to worry. Most of the contents are on this web page with the major exception of some practice exams that I would be glad to send you.

This year's exam schedule is as follows:

Spring 2002

Original Application Due: Jan 1, 2002

Supplemental Application Due:

March 1, 2002

Examination Dates: May 2-3, 2002

(Continued on page 9)

Chapter Committees and Chairs



- ◆ **Budget Committee**
 - ◆ **Audit Committee**
 - ◆ **Membership Committee**
 - ◆
 - ◆ **Program/Education Committee**
 - ◆ **Awards/Rista Rewards Committee**
 - ◆ **Newsletter/Historian/Yearbook/COTY**
 - ◆
 - ◆ **Nominations Committee**
 - ◆ **Project ELF Committee**
 - ◆ **Library/CRM Liaison Committee**
 - ◆
 - ◆ **Seminar/Publicity Committee**
 - ◆
- Barbara Taylor
Ernest Maestas
Stacey McCall and
Jerrold Ortega
Liddie Martinez
Teresa Garcia
Ana Martinez and
Barb Ricci
Karen Kreutzer
Dolores Salazar
Sherry Guthrie and
Leslie Monslave-Jones
Sherry Guthrie and
Theresa Connaughton

Anyone interested in helping in any of these committees please
Contact the Chairperson listed.

Win an all expense
paid trip to the 47th
Annual International
ARMA Conference in
New Orleans...
Join us at the next
membership meeting
on the 18th to find
out how.!!

April 2002 Calendar of Events

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4 Board meeting	5	6
7	8	9	10	11	12	13
14	15	16	17	18- Membership meeting	19	20
21	22	23	24	25-Spring Seminar	26	27
28	29	30				



CRM Corner—2002

-Sherry L. Guthrie, CRM-
Cont. from p.7

Fall 2002

Original Application Due: July 1, 2002

Supplemental Application Due:

September 1, 2002

Examination Dates: Nov. 7-8, 2002

Remember to call me if you want to
Get started.

Sherry L. Guthrie, CRM
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Southwestern Region

Updates and Announcements

NORTHERN NEW MEXICO CHAPTER –ARMA

SPRING SEMINAR

THE AUTOMATION, MANAGEMENT AND REGULATIONS OF RECORDS
IN THE 21st CENTURY –

PLUS–

RECORDS MANAGEMENT SOFTWARE DEMONSTRATIONS.

THURSDAY, APRIL 25, 2002

7:00 am to 4:00 pm

Lifeway Glorieta Conference Center

For more information log on to our Web page

<http://www.lanl.gov/nnmarma/>

Strategic Information Management Month planned for April.
ARMA has designated the entire month as SIMM

ARMA Southwest Region Update

Sandra Hanna, CRM
Southwest Region Manager
806-379-2247

Hello, everyone. I hope this finds everyone doing well. From the information I have received, there are some really outstanding educational opportunities in our Region. My report to the Board of Directors included those to which I have been informed. I wish I could attend all of these great seminars and some very interesting meetings. The upcoming "Strategic Information Management Month" is well represented in the Southwest Region. Don't forget to let ARMA Headquarters know about your seminars and they will post it in the Chapter Connection so that all of ARMA may see it and contact you.

Our Region Webmaster would like to pass on the request that all Chapter Webmasters contact her. We want to make sure that all our chapters have made contact with her concerning representation on the web site. Also, it is not too soon for us to begin planning for our Leadership Conference in Lafayette this summer. One issue already needs some attention from all of us. We have enjoyed having a special motivational speaker the last two years, thanks to the Houston Chapter's financing. The majority of comments from all of you indicate that you want to begin your Leadership Conference with a motivational speaker again. It is someone else's turn to finance this for the Region or an opportunity for all the chapters to donate to this cause if you want to continue with this format. Discuss this with your boards and let me know what you would like to do as soon as possible so that we will have time to get a great speaker, if that is what you want to do. It could be that you would prefer to do something else, and that is just fine too. Just let me know and we will work accordingly.

I have just this morning received the updated 099 Report from Headquarters. It reveals that there are 145 members living within the Southwest Region who have not decided on a Chapter Membership. They are out there, waiting for your contact. I am sure all of you could stand some chapter growth. It is hard to imagine that anyone could turn down a Chapter Membership in the Southwest Region. After all, we have the best chapters, with the most educational and networking opportunities in all of ARMA! Each of you should have received this same report when I did. I suggest you forward copies to those who will contact these people quickly and involve them right away.

There is major change coming in July! We will have several positions open in our Southwest Region Leadership. If you are interested in being a Coordinator, there is a form that must be filled out and turned in to Anita Willis. There should be information and a link to the site of the form included with the Information Management Journal, coming out very soon. If you have any questions, please give me a call or call Anita at headquarters.

On a sad note, many of you will remember Johnnie King from the Amarillo-Tejas chapter. He was a Charter Member, a fantastic photographer; in fact, you may have received one of his prints as a speaker's gift or even bought one. He owned and operated, Tascosa Office Machines, along with his sons, daughter and wife. He passed away last Friday and his funeral was Tuesday. He always had a smile, a great story and a willingness to support our chapter in any endeavor. He shuttled our chapter members to several Leadership conferences, accepting nothing in payment. Even in his death his giving spirit will continue as all donations are asked to go to Kids Incorporated in Amarillo. Johnnie will be truly missed and our memories of him a gift for a lifetime.

Get involved in your chapter..."There are 145 members living in the Southwest Region who have not decided on a Chapter Membership", Let's find them and invite them to our meetings.